

CONFIDENTIAL

66-1608

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DD/S 63-2153

15 JUL 1963

63-4277

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director (Support)

SUBJECT : Survey Report of Signal Center Archives

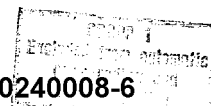
1. This memorandum contains a recommendation submitted for Executive Director approval. Such recommendation is contained in paragraph 4.
2. The Records Management Staff has completed a study of the Signal Center Archives. A copy of this study was furnished your Office.
3. The study recommends that the Signal Center Archives functions be transferred from the Office of Communications to the Cable Secretariat. I agree with the conclusion of the study that this function is more closely related to the Cable Secretariat than it is to the Signal Center, and that the Cable Secretary functionally is in a better position to direct and control this activity.
4. It is therefore recommended that the functions of the Signal Center Archives, its personnel, ceiling slots, equipment, office space, and funds budgeted by this Office for that purpose, be transferred from the Office of Communications to the Cable Secretariat effective 1 July 1963. Tab A furnishes the details of this transfer.


Director of Communications

25X1

Attachment:
Tab "A"


(EXECUTIVE REGISTER FILE *Comma*)



FR

Subject: Survey Report of Signal Center Archives

CONCURRENCE:

25X1

Cable Secretary

17 MAY 1963

Date

(SIGNED)

Deputy Director (Support)

20 MAY 1963

Date

The recommendation contained in paragraph 4 is approved.

20 MAY 1963

Date

(signed) Lyman B. Kirkpatrick

Executive Director

Distribution:

Orig - Comptroller

1 - Exec Reg

1 - DD/S

1 - Cable Secretary

1 - OP

1 - Records Mgt Staff, DD/S

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SUB "A"

A

Personnel and positions to be transferred with the Signal Center Archives function:

ARCHIVES ASSISTANT	GS-1421.01-00
ARCHIVES ASSISTANT	GS-1421.01-00
ARCHIVES CLERK	GS-1421.02-05



GS-05 (1)
GS-06
GS-05

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Equipment to be transferred with the Signal Center Archives function:

DIKOLD FLOFILM VIEWER	Serial No. 973	Model 9P-02	1 ea.
LAKE STAR RECORDAX VIEWER	Serial No. 991	Model PB-1	1 ea.
RECORDAX RELIANT 700	Serial No. 390	Model CB-24	1 ea.
RECORDAX STARLET READER	Serial No. None	Model PT-A	1 ea.
FILING CABINET, 3-way combination, 5 drawer card safe			1 ea.
Wall slot shelving w/tables			2 ea.
Library DIKOLD, open shelving units, 4 shelves w/doors, retracting work shelves and base w/casters			3 ea.
KANTER Cabinets, 17 drawer			3 ea.

ESTIMATED YEARLY COST

ESTIMATED COST for three personnel	\$15,500
ESTIMATED COST for requisitioning film and miscellaneous items required by Archives Function	\$ 2,000
ESTIMATED COST of processing film by Printing Services Division	\$ 1,200

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17 May 1963

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director (Support)

SUBJECT : Survey Report of Signal Center Archives

The supervision and control by the Cable Secretary of the Signal Center Archives would not seem to contribute to the discharge of the responsibilities of the Cable Secretary as now written; however, on the premise that the Cable Secretariat is perhaps in the best position functionally to administer the cable file for the Agency, I concur in the recommendation with the proviso that:

A. The originating and action units will be charged with the responsibility for evaluating their cables for permanent or temporary retention in files other than those maintained by the Cable Secretariat.

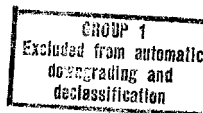
B. The CIA Cable Reference File (heretofore known as the Signal Center Archives) will be a temporary and not a permanent file; it will consist of CIA cables on film up to 1 July 1963 and of hard copies of CIA cables from 1 July 1963; it will be kept in part at Headquarters and in part at under the control of the Cable Secretariat, i.e., all microfilm, plus hard copies up to one year at Headquarters, with the balance at WTC.

C. The Office of Communications will remain responsible for ensuring that copies of lateral cables are furnished the Cable Secretariat in accordance with established schedules.

D. Personnel transferred from the Signal Center, Office of Communications, to the Cable Secretariat, are willing to meet the same requirements as other Cable Secretariat personnel, i.e., to work a regular shift other than days if necessary and to acquire a straight day job by seniority.

E. Equipment (or money to purchase it) can be made available early in FY 64 to print out as needed copies of cables now on microfilm

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since it will not be feasible for non-Cable secretariat personnel to view cables on film within the Cable Secretariat area.



Cable Secretary

Distribution:

Orig - Comptroller

1 - Exec Reg

1 - OP

1 - Records Mgt Staff, DD/S

1 - DD/S

2 - GC

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-2-

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~~SECRET~~

26 April 1963

MEMORANDUM FOR: Executive Director *LMC*

SUBJECT : Survey of Signal Center Archives

1. Attached is a copy of the survey of Signal Center Archives done by the Records Management Staff/DDS. [] concurs in Recommendation 5 that the Signal Center Archives be transferred to the Cable Secretariat, and he will notify you of the number of slots and grades involved.

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2. [] has had some experience in dealing with the Cable Archives and has these two comments to make:

a. Since about 90 percent of Cable Archives comprises DD/P traffic, it might be wise, sometime in the future, to let DD/P function as the office determining which cables should be retained and which discarded.

b. Cables are now filed by "in number" which makes it very difficult to recover them for a post-mortem and other investigations. If the Cable Archives are to be of real value as a repository of information, the filing system should probably be changed.



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Helen:

pls ~~fx~~ attach this with ER copy
of 4277 and 4277/1

rita